# The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

**Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

# SCHOOL OF COMMERCE

#  (BUSINESS RESCUE UNIT - BRU)

 **STUDENT ASSISTANT - BRU UNIT AND THE CONFERENCE**

**5-MONTHS FIXED-TERM APPOINTMENT(SFTP)**

**WESTVILLE CAMPUS REFERENCE NO.: SOC BRU/01/2025**

The School of Commerce seeks to appoint a student assistant, on a five (5) month fixed-term contract (4 days a week). The successful incumbent will be required to assist with administrative and financial management services to the Business Rescue Unit within the School. The key areas of responsibility for the student assistant duties will include secretarial support, general administration support for the Unit, and HR and financial administration.

This position requires an individual who has the ability to pay close attention to detail and the ability to work independently and accurately under pressure. S/he should also have excellent interpersonal and organizational skills.

The incumbent will report to the Director/ Coordinator of the Business Rescue Unit and the conference chairs and will be based on the Westville Campus.

**Minimum Requirements**:

* Relevant Honours degree (preferably registered for a Master’s degree or a PhD in the College of Law and Management Studies;
* Relevant experience/knowledge in Project Management/ Conference Management / Funding Management at the tertiary level;
* A high level of proficiency in word processing (MSWord), spreadsheets (Excel), and Microsoft Office.

**The closing date for receipt of applications is 20 July 2025. The University, however, reserves the right to re-advertise the above position to facilitate further searches and increase the pool of applicants, and the right to not appoint and/or stop the recruitment process at any stage.**

**Enquiries regarding this post may be directed to Prof Bomi Nomlala on email:** **Nomlalabc@ukzn.ac.za**

**Applicants are required to complete the relevant (Support) application form which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za/) **under vacancies.**

**Completed applications must be sent to Ms. Nokwazi Mkhize:** **MkhizeN9@ukzn.ac.za**

**Advert Reference Number MUST be clearly stated in the subject line.**

**Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted**

***Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.***